



# COMMONWEALTH of VIRGINIA

## *Department of Medical Assistance Services*

PATRICK W. FINNERTY  
DIRECTOR

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804/225/4512 (FAX)  
800/343-0634 (TDD)

August 12, 2005

Dear Medicaid Provider:

The Department of Medical Assistance Services will be conducting seminars for Medicaid providers of Children's Mental Health Services offered under the **Community Mental Health Rehabilitative Services** (CMHRS) manual. This seminar will cover **children's services** that are part of the CMHRS manual, **Intensive In-Home Services, Therapeutic Day Treatment for Children & Adolescents** and the **Community Based Residential Services for Children and Adolescents (Level "A" & "B")**.

The seminar will also include training for Outpatient Psychotherapy Service Clinicians providing treatment for children who are residents of either **Level "A" or "B" Community Based Residential setting**. We strongly recommend that you invite the **outpatient psychotherapy clinician** providing Medicaid reimbursable services for your residents, to attend the afternoon portion of the training.

Attached, you will find an **Agenda** as well as information on the seminar sites, along with dates, times and a Registration Form. **There is limited space available and registration will be handled on a first come, first served basis.** The completed Registration Form may be mailed or faxed, but must be received in our office **five (5)** business days prior to the scheduled session. **You will be contacted only if we are unable to accommodate your registration request.** It will **not** be possible to accept seminar registrations by phone.

If you require accommodations due to a physical handicap, please contact the Department of Medical Assistance Services at least two weeks prior to the seminar at (804) 786-1428. Reasonable accommodations will be provided upon request.

We look forward to your participation in our Medicaid Seminar. If you have any questions regarding these sessions, please call (804) 786-1428

Sincerely,

Myra M. Smith  
Trainer and Instructor III

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**Department of Medical Assistance Services  
Community Mental Health Rehabilitative Services Training  
Children's Mental Health Services  
Agenda**

<b>Time</b>	<b>Topic</b>
<b>9:00 – 10:30</b>	<b>Intensive In-Home Services</b> Staff Qualifications Eligibility Requirements Required Activities Writing an Individual Service Plan and Behavioral Objectives Understanding and Preparing for Utilization Review Requesting an Extension of Intensive In-Home Services
<b>11:00 – 12:00</b>	<b>Therapeutic Day Treatment</b> Eligibility Requirements Required Activities Writing an Individual Service Plan Understanding and Preparing for Utilization Review
<b>12:00 – 1:00</b>	<b>Eligibility Verification Options &amp; Billing CMS-1500</b>
<b>1:00 – 3:00</b>	<b>Community Based Residential Services for Children and Adolescents (Level “A” &amp; “B”)</b> Staff Qualifications Admission criteria (CSA/non-CSA) Re-authorization Required Activities Required Documentation and Record Keeping
<b>3:00 – 4:30</b>	<b>Outpatient Psychotherapy Providers for Children and Adolescents in Level “A” &amp; “B” Residential Facilities</b> Completing a DMAS-412 and DMAS-351/352

## Community Mental Health Rehabilitative Services Training

DATE	TIME	LOCATION
<b>Wednesday</b>  <b>September 7, 2005</b>	<b>Registration</b> 8:30 am <b>Seminar</b> 9:00 am – 4:30 pm Lunch on your own	<b>Fairfax Government Center</b> Meeting Rooms 2-3 12000 Government Center Pkwy. <b>Fairfax, VA 22035</b>
<b>Wednesday</b>  <b>September 14, 2005</b>	<b>Registration</b> 8:30 am <b>Seminar</b> 9:00 am – 4:30 pm Lunch on your own	<b>Roanoke Higher Education Center</b> Meeting Room 212 108 North Jefferson Street <b>Roanoke, VA 24016</b>
<b>Friday</b>  <b>September 16, 2005</b>	<b>Registration</b> 8:30 am <b>Seminar</b> 9:00 am – 4:30 pm Lunch on your own	<b>Johnston Willis Hospital</b> Atrium Auditorium 1401 Johnston Willis Drive <b>Richmond, VA 23235</b>
<b>Friday</b>  <b>September 23, 2005</b>	<b>Registration</b> 8:30 am <b>Seminar</b> 9:00 am – 4:30 pm Lunch on your own	<b>VA Beach Central Library</b> Auditorium 4100 Virginia Beach Blvd. <b>VA Beach, VA 23452</b>
<b>Thursday</b>  <b>September 29, 2005</b>	<b>Registration</b> 8:30 am <b>Seminar</b> 9:00 am – 4:30 pm Lunch on your own	<b>Virginia Highlands Community College</b> Learning Resource Center Building 605 <b>Abingdon, VA 24212</b>

### Directions To The Training Sites

#### **FAIRFAX** – Fairfax County Government Center- Meeting Rooms 2-3

**From I-66**, exit onto Fairfax County Parkway North (Route 7100, Exit #55B). Turn right onto Fair Lakes Parkway East. Turn right onto Monument Drive. Turn right onto Government Center Parkway. The Government Center is on the left.

**From Route 50**, exit on West Ox Road South (Route 608). Left turn at light on Monument Drive. Turn right at light onto Government Center Parkway. Government Center is on your left.

#### **ROANOKE**- Roanoke Higher Education Center- Meeting Room 212 (You will have to pay for parking)

**From 581** heading South, take Exit 5. Turn right onto Wells Ave. Proceed past the Hotel Roanoke. Turn left onto Jefferson St. RHEC is the second building on the right.

**From 220/581** heading North, take Exit 4E, turn right onto Williamson Road. Proceed south to Wells Ave., and turn right onto Wells. Pass the Hotel Roanoke on your left. Turn left onto Jefferson St. RHEC is the second building on the right.

#### **RICHMOND**-Johnston Willis Hospital- Atrium Auditorium, 4<sup>th</sup> floor

(Atrium is to the right of the main hospital)

**From the North or From I-64**, take I-95 South to 195 South (Downtown Expressway) to Powhite Parkway (Route 76). Continue on Powhite (there are two \$ .50 tolls) to the Route 60 West (Midlothian Turnpike) Exit. Proceed on Midlothian Turnpike approximately three to four miles. Make a right on Johnston Willis Drive.

**From the South (Petersburg)**, take I-95 North to Route 288 North. Follow signs to Route 76 North (toll), also called Powhite Parkway North. Continue on Powhite to the Midlothian Turnpike Exit (US-60). Turn right and proceed on Midlothian Turnpike approximately three to four miles. Make a right on Johnston Willis Drive.

#### **VA BEACH**- Virginia Beach Central Library- Auditorium

(The entrance to the auditorium is on the right side of the Library).

**From I-264 East**- Take Independence Blvd. (towards Pembroke). Turn right onto Virginia Beach Blvd. (U.S. 58). The library will be on the left. There will be a Central Library sign.

#### **ABINGDON**-Virginia Highlands Community College – Learning Resource Center

**Hwy. 81 to Exit 14** to Route 140 North (Jonesboro Road). Follow to Route 372 and turn right. Route 372 will lead to college campus. At the entrance to the campus, there is a map showing the buildings. Take first left turn. Presentation will be held in Building 605- Learning Resource Center. Please park in lots 4, 5 or 6

**DEPARTMENT OF MEDICAL ASSISTANCE SERVICES**  
**Children's Community Mental Health Rehabilitative Service Training**  
**REGISTRATION**

**PROVIDER NAME/NUMBER:** \_\_\_\_\_

**PROVIDER ADDRESS:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_

**FAX NUMBER:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

Location	Topic	NAME/TITLE OF REGISTRANT

**Please return to:**

**DEPT. OF MEDICAL ASSISTANCE SERVICES**  
**Training Unit**  
**600 E. Broad St, Suite 1300**  
**Richmond, VA 23219**

**FAX: (804) 786-6229 or (804) 225-4393**

**INFORMATION: (804) 786-1428**